



Enforcing the Underage Drinking Laws (EUDL) Discretionary Program: Community Trials Initiative

**Fiscal Year 2003
Solicitation**

Registration Deadline: June 23, 2003
Applicants must start their online applications on CMS.

Application Deadline: July 3, 2003
Applications must be submitted online.

Office of Justice Programs

**Office of Juvenile Justice and
Delinquency Prevention
www.ojp.usdoj.gov/ojjdp**

FY 2003 Enforcing the Underage Drinking Laws Discretionary Program: Community Trials Initiative

Contents

How To Apply 2

Application Checklist 2

GMS Quick Start Guide 3

Overview 4

Goals 5

Objectives 5

Background 6

Program Strategy 6

Eligibility Requirements 7

Application Procedures 8

Application Requirements 8

 Application for Federal Assistance (SF-424) 10

 Assurances and Certifications 10

 Budget Detail Worksheet and Narrative 10

 Program Narrative 11

 Other Program Attachments 15

Application Format 15

Application Assistance 15

Project and Award Period 16

Award Amount 16

Performance Measurement 16

Catalog of Federal Domestic Assistance (CFDA) Number 17

Coordination of Federal Efforts 17

Contact 17

Appendix A. Example of Language That Can Be Used To Write the Letter of Commitment 18

Appendix B. Sample Local Coalition Application 19

Appendix C. Best and Most Promising Practices for Local Efforts To Enforce Underage Drinking Laws and Prevent and Reduce Underage Drinking 22

Appendix D. Tips for Electronically Submitted Applications 25

Appendix E. Program Reporting Requirements 26

How To Apply

The Office of Justice Programs (OJP) requires you to submit your application for funding through the **OJP Grants Management System (GMS)**. Access through the Internet to this online application system will expedite and streamline the submission, receipt, review, and processing of your request for funding. Agency policy requires that all applicants submit their applications electronically in order to be considered for a discretionary grant under the Enforcing Underage Drinking Laws program.

To learn how to begin your online application process, please see the Quick-Start Guide to Using GMS on page 3. A toll-free telephone number (888-549-9901) has been established for you to receive technical assistance as you work through the online application process.

Application deadlines are as follows:

REGISTRATION DEADLINE: JUNE 23, 2003

Applicants must start their online applications on GMS.

APPLICATION DEADLINE: JULY 3, 2003

Applications must be completed and submitted online.

Application Checklist

A completed application will include items submitted on the Internet through the Office of Justice Program's (OJP's) Grants Management System (GMS). Please use this checklist to ensure that your application is complete.

Submit the following information online through GMS:

See Quick-Start Guide

- Application for Federal Assistance (SF-424)
- Certifications/Assurances
Note: Applicants will "sign off" on these assurances and certifications electronically through GMS.
- GMS Attachments (Each attachment must be a separate file)
 - Budget Detail Worksheet (Attachment #1)
 - Program Narrative (Attachment #2)
 - Other Program Attachments (Attachment #3)

DUE DATES

Please Note: Applicants must start their online applications by June 23, 2003. It may take up to 1 week for you to receive confirmation that you are eligible to apply for this solicitation.

Applications must be submitted online by 8:00 p.m. (ET) on July 3, 2003.

Applicants who have previously registered with GMS and have a GMS password should log on to GMS prior to the June 23, 2003, deadline to determine that the password is still valid. If your password has expired, follow the on-screen instructions or call the GMS Help Desk at 888-549-9901.

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- **Step 1.**
Go to www.ojp.usdoj.gov/fundopps.htm. If you do not have an Internet account, call the GMS Hotline at 888-549-9901. An online GMS Application Procedures Handbook is available on this page, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.
- **Step 2.**
Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.
- **Step 3.**
If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After you register, you must pick the FY 2003 Enforcing Underage Drinking Laws Discretionary Grant Program solicitation and begin working on it so that your registration will be sent to the Office of Juvenile Justice and Delinquency Prevention. You will receive confirmation through email that you are eligible to submit an application. Confirmation may take up to 1 week.

If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

- **Step 4. (Must Be Completed by June 23, 2003.)**
To begin your application online, complete the Enforcing the Underage Drinking Laws Discretionary Grant form 424/*Application for Federal Assistance*. Once the online 424 form has been completed, you will receive a GMS e-mail confirming that you are eligible to submit an application. Confirmation may take up to 1 week.
- **Step 5. (Must Be Completed by July 3, 2003.)**
After receiving the confirmation e-mail described in Step 4, complete the online application, including the three required file attachments. After submission of the finalized application, the online system will provide notification that the application has been received and sent to OJJDP. The GMS system will provide an application identification number for future reference.

If you have any questions about GMS or need technical assistance with applying online, contact the **GMS Hotline at 888-549-9901**.

Enforcing the Underage Drinking Laws Discretionary Program: Community Trials Initiative

Overview

Through the Enforcing the Underage Drinking Laws (EUDL) Discretionary Program: Community Trials Initiative, the U.S. Department of Justice, Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP), seeks to reduce the availability of alcoholic beverages to and the consumption of alcoholic beverages by underage persons (those younger than 21 years old). OJJDP proposes to accomplish this reduction by implementing research-based “best” and “most promising” practices to enforce underage drinking laws and prevent and reduce underage drinking. OJJDP invites eligible state applicants (see Eligibility Requirements on page 7) to apply for the EUDL Discretionary Program: Community Trials Initiative. Five state grants will be awarded in the amount of up to \$960,000 each for a 3-year period. This program announcement pertains solely to discretionary grant funding that will be available to states in fiscal year (FY) 2003.

EUDL discretionary grants funded in FY 2003 will focus on implementing identified best or most promising practices for increasing the enforcement of underage drinking laws and for preventing and reducing underage drinking. The systematic implementation of identified best and most promising practices will be evaluated using a randomized community trial design. The program will enable OJJDP and states to conduct research-based prevention planning by providing accurate and timely information regarding state-of-the-art practices and initiatives that have proven to be effective in reducing alcohol use among youth.

During the past 15 years, community trials (systematic experiments evaluating the effect of interventions applied at the community level) have gained popularity and acceptance in scientific research funded by the National Institutes of Health, the National Institute of Justice, OJJDP, and other research

organizations and agencies. Community trials evaluate interventions that are applied to entire communities and interventions that are standardized (allowing for adaptation to local circumstances). Community trials use appropriate statistical methods to develop a statistically significant sample size. Ideally, eligible communities are identified and then randomly assigned to either an “intervention” or “comparison” group. Community trials are particularly well suited to assessing interventions focused on entire communities and interventions that focus on prevention.

Goals

The EUDL Discretionary Program: Community Trials Initiative has the following goals:

- Enable communities to conduct research-based prevention planning by using accurate and timely information regarding state-of-the-art practices and initiatives that have proven to be effective in reducing underage drinking.
- Reduce underage drinking in local communities by systematically implementing identified best or most promising practices to increase the enforcement of underage drinking laws and prevent and reduce underage drinking.

Objectives

The state applicant will—

- Ensure coordination with other state programs that address underage drinking in the jurisdictions selected to participate in the program.
- Provide training and technical assistance to subgrantees as they implement the program on a local level.

Local communities will—

- Develop and maintain local coalitions that will select and implement best and most promising practices to increase the enforcement of underage drinking laws and prevent and reduce underage drinking.
- Use the training and technical assistance provided by the EUDL state-level agency and the OJJDP training and technical assistance provider.
- Develop and implement a strategic plan for implementing best and most promising practices to increase the enforcement of underage drinking laws and prevent and reduce underage drinking. (See appendix C for a list of best and most promising practices in these areas.)

- Require youth leadership and participation in planning and implementing best and most promising practices.
- Participate in the national evaluation.

Background

OJJDP's EUDL program has been funded by an annual appropriation of \$25 million in each of the past 5 fiscal years (FYs 1998–2002). Under the program, block and discretionary grants have been awarded to states to support and enhance efforts by states, in cooperation with local jurisdictions, to prohibit the sale of alcoholic beverages to, or the consumption of alcoholic beverages by, minors (persons under the age 21). In addition, the program has been enhanced by training and technical assistance provided by the Pacific Institute for Research and Evaluation (PIRE) and evaluated by the Wake Forest University School of Medicine (WFUSM).

Through a competitive process, 26 states and Puerto Rico have been awarded discretionary grants to implement the EUDL program at the local level, where enforcement capacity has been increased through a variety of means. Various compliance and deterrence approaches have been designed to support the enforcement of laws pertaining to the sale and social provision of alcohol to youth and youth purchase and possession of alcohol. In addition, work has been done to alter the public's perception about underage drinking. Youth have been involved in the planning and implementation of the EUDL program at both the state and local levels, and this initiative has resulted in increased coordination. Program activities have been based on evolving strategic plans that take into account priority needs informed by a variety of assessments. Each state's governor-designated agency has accumulated experience in implementing the EUDL initiative. Overall, most states are now focusing on science-based interventions; these interventions are being implemented in local communities, where results can be demonstrated.

Program Strategy

Grants of up to \$960,000 will be awarded to each of five states for a 3-year period to implement best and most promising practices to increase the enforcement of underage drinking laws and prevent and reduce underage drinking. In each state, the grantee state agency will direct funds to seven local communities. Each community will support a local coalition that will implement best and most promising practices to address underage drinking. In addition, an equal number of communities in the state will be selected to serve as comparison communities in the national evaluation. Comparison communities will not receive funds but must agree to participate in the national evaluation as control communities.

Applicants must submit a list of a minimum of 14 and a maximum of 24 local communities that have agreed to participate in the EUDL Discretionary Program: Community Trials Initiative. These

communities must understand that a random selection will take place, and they may be selected as a funded site or as a comparison site and thus not be eligible for any funding under this program.

In order to permit an evaluation using a randomized community trial design, OJJDP (with assistance from the national evaluation team) will randomly assign seven communities from this list to participate in the intervention and seven to serve as comparison communities. Consequently, the state applicant will not be able to select the specific intervention or comparison communities.

The state will provide a full-time manager for the EUDL discretionary grant program. The state program manager will monitor, coordinate, and provide training and technical support for the implementation sites, with OJJDP's technical assistance and training support provided by PIRE.

The state program manager will work with the seven randomly assigned intervention communities to ensure that each has at least a part-time local coordinator. The local coordinator will be responsible for developing and maintaining a local coalition to select and implement best and most promising practices. At a minimum, these practices must include the following:

- Compliance checks.
- Reductions in the social availability of alcohol to youth.
- Policy change(s) related to underage drinking.
- Driving-while-intoxicated (DWI) enforcement with a focus on youth.

Eligibility Requirements

Only the state agencies currently designated as responsible for the administration of the \$360,000 block grant under the EUDL program may apply. (Visit www.udetc.org for a list of state lead agency contacts.) An eligible applicant must designate a minimum of 14 and a maximum of 24 local communities (defined as incorporated cities or towns) with populations (based on the 2000 census) between 25,000 and 200,000. Local community officials or leaders and the law enforcement agencies within the local communities must each submit a letter of commitment addressed to the lead state agency stating that they understand the requirements of the program and would be willing to become a comparison community or an intervention community. All such letters must be included in Attachment 3 as a single file on the online Grants Management System (GMS) (see the appendix for an example of language that could be used in a letter of commitment). Applications that do not have a minimum of 14 communities with letters of commitment will be ruled ineligible and not forwarded to peer review.

State applicants must nominate only communities that have not implemented two or more of the following strategies in the 2 years preceding the date of this request for applications:

- At least two compliance checks per year conducted in at least 90 percent of off-premise alcohol outlets.

- One additional enforcement operation from the table (see appendix C) under the heading “other enforcement approaches.”
- Adoption of one new local policy or improvement in at least one existing local policy (which may include college or other institutional policies as well as public policies) related to underage drinking (see appendix C for examples of policies).
- One or two DWI enforcement operations with a focus on youth (see appendix C, DWI section).

The components listed above are the minimum strategies that local intervention communities participating in the EUDL Discretionary Program: Community Trials Initiative will be expected to implement. For this reason, communities that have already implemented two or more such strategies will be ineligible for consideration for this program. In addition to the above eligibility requirements—

- The local enforcement agency (e.g., local police department) must be the agency that will carry out the compliance checks if the community it serves is selected to participate in the intervention.
- The applicant must describe the principal organizations committed to participating in this local effort.

Application Procedures

OJP requires that applications be submitted through its online Grants Management System (GMS). This online application system is designed to streamline the processing of requests for funding. A toll-free telephone number (888-549-9901) is available to provide applicants with technical assistance as they work through the online application process.

Applicants should use the following application guidelines when preparing their application for this grant program. Applications must be submitted to OJP electronically through GMS no later than 8 p.m., ET, on July 3, 2003. However, in order to allow adequate time to register with GMS, applicants must create a “user profile” before June 23, 2003. Applicants who have previously registered with GMS and have a GMS password should log on to GMS prior to June 23, 2003 to determine whether the password is still valid. If the password has expired, follow the on-screen instructions or call the GMS Hotline (888-549-9901). OJJDP will begin accepting applications immediately.

Application Requirements

OJJDP is committed to the competitive process for awarding grants. Applications will be initially screened to determine whether they meet the eligibility requirements described above. Applications that

meet all eligibility requirements will be evaluated and rated by a peer review panel according to the selection criteria described below. Applications are rated on a 100-point scale in three categories: Budget, Program Narrative, and Other Attachments. Point values for individual elements of the application are presented below, along with descriptions of those elements. Note: Elements that are not given point values are still required, and applications must include all required elements to be eligible to participate in the peer review process.

Peer reviewers' recommendations are advisory only; the final award decision is made by the Administrator of OJJDP, who may also give consideration to geographic distribution and regional balance when making awards. Detailed information about OJJDP's peer review process can be found on the Web at ojjdp.ncjrs.org/grants/about.html.

Applicants for grants under the EUDL Discretionary Program: Community Trials Initiative must submit the following information online through GMS:

- **Application for Federal Assistance (SF-424).** This form is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.
- **Assurances and Certifications.** The Assurances and Certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.
- **Budget Detail Worksheet (Attachment #1).** The Budget Detail Worksheet—including budget worksheets and detailed budget narratives for each year in the project period—accounts for 10 of the possible 100 points allotted by the peer reviewers. This worksheet can be accessed at www.ojp.usdoj.gov. On this Office of Justice Programs home page, use the main search engine and search for “Budget Detail Worksheet.”
- **Program Narrative (Attachment #2).** The Program Narrative—including Problem(s) To Be Addressed at the State Level, State Capability and Management Structure, Goals and Objectives, and Project Design—accounts for 80 out of the possible 100 points allotted by the peer reviewers. Point values for specific sections of the Program Narrative are as follows: Problem(s) To Be Addressed at the State Level (20 points), State Capability and Management Structure (15 points), Goals and Objectives (15 points), and Project Design (30 points).
- **Other Program Attachments (Attachment #3).** The Other Program Attachments—including resumes and job descriptions of key state and local personnel; a state applicant project timeline; a mission statement for each local coalition, if a coalition already exists; and community applications (see appendix B)—account for 10 out of the possible 100 possible points allotted by the peer reviewers. Letters of commitment must also be included in this attachment. All these materials must be attached in one file to your GMS application.

Detailed instructions and descriptions of each of the required elements are provided below. Note: Applications that do not include all the required elements will not be considered for funding.

Application for Federal Assistance (SF-424)

The Application for Federal Assistance is a standard form used by most federal agencies. It contains 18 items that are to be completed in the Overview, Applicant Information, and Project Information sections of GMS. Note: On the Project Information screen, “Enforcing the Underage Drinking Laws Discretionary Program: Community Trials Initiative” should be entered into the “Descriptive Title of Applicant’s Project” box. The Catalog of Federal Domestic Assistance (CFDA) number for this program is 16.727.

Assurances and Certifications

Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official on these online forms are correct.

- **Assurances.** Applicants must comply with the Assurances to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.
- **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement.** Applicants are required to review and check off the box on the certification form included in the online application process. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants).”

The authorizing official must review the Assurances and Certifications forms in their entirety. To accept the Assurances and Certifications in GMS, click on the Assurances and Certifications link and click the “Accept” button at the bottom of the screen.

Budget Detail Worksheet and Narrative (Attachment #1) (10 points)

Applicants must submit both a Budget Detail Worksheet and a Budget Narrative. The worksheet provides the detailed computation for each budget item. The narrative justifies or explains each budget item and relates it to project activities. See details below for how to respond to this directive.

Applicants must provide a budget that is (1) complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations that demonstrate how the applicant arrived at the

total amount requested; and (3) provides a brief supporting narrative to link costs with project implementation.

Applicants must submit budget worksheets and budget narratives in one file. The worksheet provides the detailed computation for each budget item (often in spreadsheet format). The narrative justifies or explains each budget item and relates it to project activities.

- **Budget Worksheet.** The budget worksheet must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs. The budget should reflect funds that will be used for the state coordinator and any other costs to be incurred. Any funds that will be going to the yet-to-be-determined sites should be described as “contractual.”
- **Budget Narrative.** The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable. This level of detail may be limited to state-level activity. Funds for local communities should be described as “contractual.”

A sample Budget Detail Worksheet form that can be used as a guide to help applicants prepare the budget worksheet and budget narrative is available. This worksheet can be accessed at www.ojp.usdoj.gov. On this Office of Justice Programs home page, use the main search engine and search for “Budget Detail Worksheet.” Note: Total costs specified in the Budget Detail Worksheet must match the amount provided in the Estimated Funding section of the Project Information screen in GMS (which corresponds to box 15 of the SF-424).

- **Additional Budget Considerations.** Budgets must allow for required travel, including one trip for the state manager and each local coordinator to the annual 3-day national leadership conference.

Program Narrative (Attachment #2) (80 points total)

The Program Narrative (limited to 35 double-spaced pages) must include four separate sections: Problems(s) To Be Addressed at the State Level, State Capability and Management Structure, Goals and Objectives, and Project Design.

Problem(s) To Be Addressed at State Level (20 points)

Applicants must provide a description of current underage drinking laws and relevant statutes in their state and whether or not the laws or statutes are effective. Effectiveness is determined by whether laws are being carried out and if they have had an effect on the underage drinking problem. As part of this requirement, applicants should identify any existing issues that may be part of the reason why there is a problem.

State Capability and Management Structure (15 points)

Applicants must describe the state agency's capacity for overseeing and supporting local prevention efforts. For example, applicants could describe past experience in implementing programs through local coalitions, working with youth, providing technical assistance and oversight in strategic planning, and partnering with law enforcement.

Applicants must describe how the state agency's program manager and local coordinator will maintain oversight of individuals who will carry out project activities; how much time and commitment will be devoted to this project by the program manager; how the state and local agencies will work together to carry out the project design; and how local agencies will recruit volunteers and strategic partners for their local coalition.

Applicants also must describe highlights and major successes of the EUDL block grant program and discretionary grant program (where appropriate) to date.

Goals and Objectives (15 points)

This section of the program narrative must clearly describe the following:

- Project goals that are consistent with and address both the main goals of the Enforcing the Underage Drinking Laws Discretionary Program: Community Trials Initiative, as stated on page 5.
- Objectives that are (1) consistent with the project goals, (2) measurable and achievable, and (3) consistent with local data. Objectives should be outcome based and measured within a specified period of time.
- The proposed goals and objectives should relate to the factors identified in the "Problems To Be Addressed" section.

Project Design (30 points total)

Applicants must describe their plan for achieving the grant's goals and objectives through state and local activities. Applicants are required to provide information regarding (1) the number and readiness of eligible communities, (2) implementation of best and most promising practices to prevent underage drinking, and (3) community and state-level reporting. The project design should identify, describe, and discuss the applicant's approach to these three essential components.

(a) The Number and Readiness of Eligible Communities (10 points)

States must list 14 to 24 communities. The larger the pool of potential communities (up to 24) nominated by a state, the better the options are for finding suitable intervention-comparison matches in each state. Therefore, states that are able to nominate a larger number of suitable communities as part of their application will have a competitive advantage.

The applicant must describe efforts to deter underage drinking to date in the local communities that have been nominated to participate in the EUDL discretionary grant program. The required information is located in the sample local coalition application provided in appendix B.

(b) Local Implementation of Best and Most Promising Practices To Prevent Underage Drinking (10 points)

Local communities are required to implement the minimum program components annually. Applicants must describe how the following objectives will be implemented:

- Coordination of a local coalition with broad community representation.
- Development of youth leadership and participation in planning and implementation of best and most promising practices.
- Use of local needs assessment data to develop a strategic plan that must include the following strategies:
 - At least two compliance checks per year conducted in at least 90 percent of off-premise alcohol outlets.
 - At least one additional enforcement operation to be selected from the list in appendix C under "other enforcement approaches."
 - Adoption of one new local policy or improvement in at least one existing local policy (which may include college policies or other institutional policies, in addition to public

policies) related to underage drinking (see the table in appendix C for examples of policies).

- At least one DWI enforcement operation with a focus on youth (see appendix C, DWI section).
- Implementation of other best and most promising enforcement and/or practices focusing on underage drinking. (See appendix C).

Guidance documents on the program strategies described above are available at www.udetc.org or by calling 877-335-1287.

(c) Community and State-Level Reporting (10 points)

Applicants must describe how the state agency will ensure timely submission of critical documents that will summarize local coalition objectives, strategies, and progress in their implementation. Those products will include but not be limited to the following:

- **Strategic Plan**—Within 90 days of executing the subcontracts with the communities selected to be funded for the intervention, each funded site will develop (with assistance from the national training and technical assistance provider) a document that includes an assessment of environmental factors related to underage drinking in the community (e.g., enforcement practices, local policy) and a systematic plan or “road map.” This plan will describe how to address the problem through the use of best and most promising practices to increase the enforcement of underage drinking laws and reduce underage drinking. A strategic plan is a living document in that various components of the plan are changeable and adaptable. It provides a framework on how to proceed in implementing activities and in developing plans and reports.
- **Other Reports**—A brief quarterly report on program goals, objectives, and activities at each local site. This report will have a prescribed format and will be submitted to the national training and technical assistance provider and the national evaluation team, with a copy to OJJDP, to facilitate planning and delivery of technical assistance and training, and evaluation of programmatic activities, on a timely basis. Grantees will also deliver to OJJDP semiannual Categorical Assistance Progress Reports and quarterly Financial Status Reports (SF 269’s), as required by OJP grants monitoring protocols.

Other Program Attachments (Attachment #3) (10 points)

Items requested in this attachment relate to the management and organizational capability of implementing the program.

The following materials must be included in this attachment and submitted in one file:

- The resume of the state program manager. This individual must have the experience, knowledge, and ability to monitor, coordinate, and provide training resources for the community trial implementation sites in the state.
- Resumes of proposed local community coordinators, if available. Proposed staff must demonstrate the experience, knowledge, and ability to develop and/or maintain a local coalition.
- Applicants must provide a job description for the state program manager that outlines his or her roles and responsibilities.
- Applicants must provide a job description that outlines the roles and responsibilities of the local community coordinators.
- A mission statement for the local coalition in each proposed community (if a coalition already exists) that will be responsible for implementing best and most promising practices.
- Community applications (see appendix B).

Application Format

The Program Narrative (including all four required sections) must be double spaced using a standard 12-point font and 1-inch margins. Please limit the use of acronyms; if used, they must be spelled out when first referenced. The Program Narrative must not exceed 35 pages (please number pages as follows: 1 of 35, 2 of 35, etc.) This 35-page limit includes any charts, tables, or figures. Bulleted lists must be double spaced.

Application Assistance

Applicants are strongly encouraged to read this solicitation thoroughly and follow all instructions carefully. Applicants will be able to access information about the application process on OJJDP's Web site (ojjdp.ncjrs.org).

An audio teleconference will be held approximately 7 days after the solicitation is transmitted to the applicants. This teleconference will provide applicants with guidance and technical assistance support

for submitting applications for the EUDL Discretionary Program: Community Trials Initiative. To learn more about the teleconference, visit www.udetc.org.

Project and Award Period

The project and budget period will be 3 years, from October 1, 2003, to September 30, 2006.

Award Amount

Grants of up to \$960,000 will be made to each of five states for a project period of 3 years.

Performance Measurement

To ensure compliance with the Government Performance and Results Act (GPRA), Pub. L. 103-62, this solicitation notifies applicants that they are required to collect and report on data that measure the results of the programs implemented by this grant. To ensure the accountability of these data (for which OJP is responsible) the following performance measures are provided:

- By the end of the intervention period, communities participating in the EUDL discretionary grant program will, on average, show reductions in the percentage of 14- to 20-year-olds using alcohol in the previous month compared with 14- to 20-year-olds in comparison communities. This result will be determined by using the EUDL national evaluation's telephone survey of youth.
- By the end of the intervention period, communities participating in the EUDL discretionary grant program will, on average, show reductions in the percentage of 14- to 20-year-olds attempting to purchase alcohol in the previous month compared with 14- to 20-year-olds in comparison communities. This result will be determined by the EUDL national evaluation's telephone survey of youth.
- By the end of the intervention period, communities participating in the EUDL discretionary grant program will have adopted at least one new institutional or public policy (or improved at least one existing policy) related to underage drinking. This result will be determined through progress reports submitted to OJJDP.
- By the end of the intervention period, communities participating in the EUDL discretionary grant program will have implemented at least two compliance check operations in at least 90 percent of off-premise alcohol outlets per year. This result will be determined by the EUDL national evaluation's telephone survey of law enforcement agencies and through progress reports submitted to OJJDP.

Your assistance in obtaining this information will facilitate future program planning and allow OJP to provide Congress with measurable program results of federally funded programs.

Catalog of Federal Domestic Assistance (CFDA) Number

For this program, the CFDA number, which is required on Standard Form 424, is 16.727.

Coordination of Federal Efforts

To encourage better coordination among federal agencies in addressing state and local needs, the U.S. Department of Justice requests that applicants provide information on the following: (1) active federal grant award(s) supporting this or related efforts, including awards from the U.S. Department of Justice; (2) any pending application(s) for federal funds for this or related efforts; and (3) plans for coordinating any funds described in items (1) or (2) with the funding sought by this application. For each federal award, applicants must include the program or project title, the federal grantor agency, the amount of the award, and a brief description of its purpose.

“Related efforts” is defined for these purposes as one of the following:

- Efforts for the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other federal grants).
- Another phase or component of the same program or project (e.g., to implement a planning effort funded by other federal funds or to provide a substance abuse treatment or education component within a criminal justice project).
- Services of some kind (e.g., technical assistance, research, or evaluation) rendered to the program or project described in the application.

Contact

For further information concerning this solicitation, call Sharie Cantelon, Program Manager, at 202–616–3658, or send an e-mail to sharie@ojp.usdoj.gov. To receive technical assistance as you complete your online application, call the GMS Help Desk at 888–549–9901.

APPENDIX A: EXAMPLE OF LANGUAGE THAT CAN BE USED TO WRITE THE LETTER OF COMMITMENT¹

_____ agrees that if they are selected to be an intervention community, they will implement a selection of the best and most promising practices (see table) determined by the community with assistance from the state program manager and will use grant funds to employ at least a half-time community program coordinator. They also agree that the local coordinator will participate in the training and technical assistance provided by OJJDP and cooperate fully in the EUDL national evaluation.

_____ agrees to serve as a nonfunded comparison community if not selected to be an intervention community.

Signed,

[[A statement confirming that the letter of commitment has been signed by the appropriate party may be used in lieu of a signature.]

Key community leader

[[A statement confirming that the letter of commitment has been signed by the appropriate party may be used in lieu of a signature.]

Local enforcement agency representative

¹ This letter must be cosigned by one key community leader and one local enforcement agency representative.

APPENDIX B: SAMPLE LOCAL COALITION APPLICATION

Overview: [Insert your state agency's name] is applying for a federal grant to implement best and most promising practices to increase the enforcement of underage drinking laws and prevent and reduce underage drinking. In each state that receives this federal grant, seven communities will receive funds for a local coalition to address underage drinking by implementing best and most promising practices. Another seven communities will be selected as comparison communities for the purpose of the national evaluation. Comparison communities will not receive funds for interventions but must agree to participate as control communities in the national evaluation.

Communities interested in being included in this federal grant application must understand that a random selection will take place. Your community may be selected as a funded site or as a comparison site and thus not be eligible for any funding under this federal program.

Subgrant timeframe: 2½ years.

Total funds available to community: Up to \$125,000 for local coordinator and implementation costs.

Local eligibility requirements:

- Must have a population (based on the 2000 census) of 25,000 to 200,000 persons.
- Must NOT have implemented two or more of the following components in the preceding 2 years:¹
 - At least two compliance checks per year conducted in at least 90 percent of off-premise alcohol outlets.
 - One or two additional enforcement operations to be selected from the table under “other enforcement approaches.”

¹ The federal grant program will evaluate four specific areas of “best and most promising practices.” For this reason, local communities that have already implemented two or more of the components are not eligible to participate.

- Advocate for adoption of one new local policy or improvement in at least one existing local policy (which may include college policies or other institutional policies, in addition to public policies) related to underage drinking.
- One or two DWI enforcement operations with a focus on youth.
- The local enforcement agency (e.g., local police department) must be the agency to carry out the compliance checks if the community it serves is selected to participate in the intervention.

Implementation community requirements:

Implementation communities will be expected to—

- Develop and maintain a local coalition with broad community representation that will select and implement best and most promising practices to increase the enforcement of underage drinking laws and prevent and reduce underage drinking.
- Provide a staff person to coordinate coalition activities (at least a half-time position is required).
- Encourage youth leadership and participation in planning and implementation of best and most promising practices.
- Develop a strategic plan that must include the following objectives:
 - At least two compliance checks per year conducted in at least 90 percent of off-premise alcohol outlets.
 - One or two additional enforcement operations to be selected from the table under “other enforcement approaches.”
 - Advocate for the adoption of one new local policy or improvement in at least one existing local policy (which may include college policies or other institutional policies, in addition to public policies) related to underage drinking.

- One or two DWI enforcement operations with a focus on youth.
- Work with the state-level lead agency to acquire information and training and technical assistance support provided by the national training and technical assistance team.
- Participate in the national evaluation.

Information for communities to include in the local application:

- G Provide name and population size of the city/town.
- G Describe enforcement efforts to date to reduce access to and availability of alcohol by youth.
- G Describe principal organizations committed to participating in this effort.
- G Explain how you will recruit volunteers and strategic partners for your local coalition.
- G Provide a mission statement for the local coalition (if a coalition already exists) that will be responsible for implementing best and most promising practices.
- G Summarize local coalition efforts to date in addressing underage drinking.
- G Identify and demonstrate that proposed local staff have the experience, knowledge, and ability to develop and/or maintain a local coalition to select and implement best and most promising practices.
- G A statement by a key community leader confirming that two or more of the program strategies previously listed in the Eligibility Requirements section have not been implemented in the previous 2 years.

APPENDIX C: BEST AND MOST PROMISING PRACTICES FOR LOCAL EFFORTS TO ENFORCE UNDERAGE DRINKING LAWS AND PREVENT AND REDUCE UNDERAGE DRINKING¹

Local Efforts	Best Practices	Most Promising Practices
Compliance Checks	Conduct regular enforcement actions using underage decoys who attempt to purchase alcohol.	Conduct “compliance checks” with citizens groups, who lack enforcement authority but can publicize the results of underage purchase attempts.
Local Policy	Restrict zoning (outlet locations and density).	<p>Restrict hours of sale.</p> <p>Prohibit entry of persons younger than 21 into bars, nightclubs, and other adult locations.</p> <p>Require or encourage the use of driver’s license scanners.</p> <p>Enact keg registration laws or ordinances.</p> <p>Restrict the availability of alcohol at community festivals and other community events.</p> <p>Restrict alcohol-industry sponsorship of public events.</p> <p>Require conditional use permits.</p> <p>Ban concurrent sales of alcohol and gasoline.</p> <p>Restrict alcohol marketing.</p>

<p>DWI</p>	<p>Enhance the enforcement of drinking and driving laws.</p> <p>Conduct sobriety checkpoints.</p> <p>Implement driving-under-the-influence emphasis patrols.</p> <p>Enact .08 blood alcohol content laws.</p> <p>Enact zero-tolerance laws for youth.</p>	
<p>Other Enforcement Approaches (including training)</p>	<p>Enhance the enforcement of drinking and driving laws.</p>	<p>Enhance the enforcement of drinking and driving laws.</p> <p>Have law enforcement monitor or patrol alcohol outlet parking lots to enforce laws prohibiting furnishing alcohol to underage individuals.</p> <p>Establish “party patrols” to identify and direct law enforcement efforts at underage parties.</p> <p>Focus enforcement and education efforts on parents and landlords who allow underage drinking parties to take place on their property.</p> <p>Train law enforcement officers to promote better enforcement efforts.</p>

<p>School Policy</p>		<p>Enact alcohol policies on secondary school grounds and at school-sponsored events.</p> <p>Offer alcohol-free events at high schools.</p> <p>Enact policies establishing substance abuse-free dorms in colleges.</p> <p>Enact alcohol policies on college grounds and at college-sponsored events.</p>
-----------------------------	--	--

¹ Based on an assessment conducted by Wake Forest University School of Medicine as part of the national evaluation of the Enforcing Underage Drinking Laws Program. Results of this assessment are reported in a slightly different form in "Expert Views on Best Practices Related to Enforcing Underage Drinking Laws." (Williams, A.E., Altman, D.G., DuRant, R.H., Patterson, T.E., Shrestha, A., and Wolfson, M. 2001. Paper presented at the Annual Meeting of the Society for Prevention Research, Washington DC.)

**APPENDIX D: TIPS FOR ELECTRONICALLY SUBMITTED
APPLICATIONS**

- G TO AVOID SUBMITTING AN APPLICATION THAT IS REJECTED BY THE ONLINE SYSTEM:** Prior to submission, please do a virus scan of the budget, program narrative, and any other attachment files.

- G TO AVOID SUBMITTING AN APPLICATION THAT CANNOT BE DOWNLOADED IN A READABLE FORM:** We strongly recommend that you submit your application in Microsoft Word or RTF (rich text format).

- G TO AVOID THE LOSS OF APPLICATION PAGES:** Please number each page with its respective page number and the total number of application pages. For example: Page 3 of 35.

APPENDIX E: PROGRAM REPORTING REQUIREMENTS

Recipients of funds are required to submit both programmatic progress reports and financial status reports throughout the grant period. Both types of reports and their required submission schedules are outlined below.

Categorical Assistance (Progress Reports)

The Designated State agency (DSA) is required to submit an initial progress report on either July 30 or January 31, based on date of award, and semiannual program progress reports thereafter. Reports are due within 30 days following the end of that reporting period. For example:

If the grant award date is June 1, 2002, the first report would cover the period from the grant award date through June 30, 2002, and would be due July 30, 2002. The next report would cover the period of July 1 through December 31, 2002, and would be due January 30, 2003.

A final report summarizing the program's activities and significant results is due within 120 days of the grant's end date. Copies of the program progress report forms will be provided with the award packet.

In order to assist with the submission of the reports described above, the DSA may establish the procedures, requirements, and time lines for submission of information from the subgrantee units of local government. However, at a minimum, information identified as necessary for the administration of the program, by the DSA, must be submitted by units of local government to the DSA at least quarterly.

Financial Status Reports

Financial status reports (SF 269A) are required quarterly, within 45 days following the end of each calendar quarter. For example:

If the grant award date is June 1, 2002, the first financial status report would cover the period from the grant award through June 30, 2002, and would be due August 15, 2002. The next report would cover the period of July 1 through September 30, 2002, and would be due November 15, 2002.

This schedule should be followed for every quarter the award is active. The Office of the Comptroller will include a copy of this form in each initial award package. In addition, the Office of the Comptroller will provide guidance on how to account for interest generated by program funds, to each grantee to report first quarter activity. Report forms are also available at www.ojp.usdoj.gov/forms.htm.

Nonsupplanting Requirement

Federal funds cannot be used to supplant State or local funds. They must increase the amount of funds that would be otherwise available from State and local sources.

Suspension of Funding

OJJDP may suspend (in whole or in part) authority to drawdown or expend funds, terminate a grant, or impose another sanction on a recipient for the following reasons:

1. Failure to adhere to the requirements, standard conditions, or special conditions placed on the grant award for the Enforcing the Underage Drinking Laws Program.
2. Failure to submit reports in a timely manner.
3. Filing a false certification in this application or in another report or document.
4. Other good cause shown.

Before taking action, OJJDP will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow 28 CFR Part 18 of the Department of Justice Regulations.

Match

Matching funds are not required.